

## **Minutes – 11 February 2013**

**Present:** Mike Smith (Chairman), Douglas Robertson (Treasurer), Pat McIntyre (Secretary), Duncan McIntyre, Barbara Mackenzie, and Allan Melling

**Apologies** received from David Shirres, Catherine Smith, Ronnie Reis and Stephen Nixon

### **1. Chairman's Introduction**

The Chairman opened the meeting and welcomed everyone along.

**2. Apologies** – Apologies received from David Shirres, Catherine Smith, Ronnie Reis and Stephen Nixon

**3. Adoption of Minutes from previous Meeting** - The minutes of the last meeting were adopted. Minutes proposed by Barbara Mackenzie and seconded by Duncan McIntyre

**4. DAMS:** There were no DAMS.

**5. Correspondence received.** There has been a letter on the marketing site from Elspeth Ross through Scotland.org.uk asking if we are interested in mutual link arrangements. They are involved with tours. Mike Smith to investigate this with John Aitken. There has been further communication between ourselves and the Council re Alex Inglis tenders. **ACTION MJS**

### **6. External Meetings.**

**BID Group** There was a meeting with Stewart Ness of BID Group. This is another way in which we can get funding in designated areas. We are required to pay a fee but we are not committed to anything at this stage. He is coming back in a few months.

**Linlithgow Community Developments Trust** held their inaugural meeting at the Burgh Halls. They are involved in local funding and are initially looking to develop the football pitches, etc.

**7. Committee Reporting Structure Update** – Mike Smith had received a letter from Jan Colligan and she has handed over documents to Bob Wigley. We need to talk to MCA. Jan used to organise BML training courses and suggested that we contact Andy Milner on the timing of tests for our three drivers. Mike Smith would like to set up some time for this. Mike to speak to Alan Milner. St Magdalene's hull will be inspected in March. Mike will ask Jan to pass any papers to him and he should pass some of these things on starting with safety management stuff to Bob.

### **8. Conveners' Reports**

#### **Marketing (DM)**

Duncan gave an update on the marketing side. Landmark are distributing 9,000 leaflets. We are to be given a list of where these are going. JMK are preparing an alternative leaflet design. Arrangements for Open Day on 24<sup>th</sup> March are underway.

Mike and Duncan are meeting Historic Scotland tomorrow. Pat McIntyre to prepare an article on LUCS for inclusion in Linlithgow's Black Bitch magazine. **ACTION PM**

### **IT and Social Media**

Stephen Nixon was not at the meeting so no update given.

### **Treasurer (DSR)**

The balance in the Bank of Scotland account is £33,438.77

The balance in the Santander account is £58,734.95

A comparison between 2011 and 2012 Christmas weekends will be given at next month's meeting.

New phones have been purchased for the boats and Douglas will prepare these for use. Douglas to check our funding for Fun Day. **ACTION DSR**

### **Boats, etc (RR)**

In Ronnie's absence Mike reported lots of servicing done on boats (will be recorded). A date to be arranged for Andy Milner to inspect St. Magdalene. Alex Inglis second progress claim has been sent in to the Local Authority. This is a declaration of effort which has been put in. Mike is in the process of filling out forms. **ACTION MJS**

### **Training**

We now have a list of who has and has not been trained and we have a doctor to certify potential drivers. Mike to clarify the position re current potential drivers with Andy Milner.

### **New Boat (MJS)**

Mike has received an email from our steam boat researchers. He will contact them again. **ACTION MJS**

### **Tea Room (CAS)**

Duncan to contact Catherine re spec for new freezer. There will be a volunteers' social evening on 1<sup>st</sup> March. Pat to ask Bob to send email to museum and driver volunteers and Anne Mackie to send to tearoom volunteers. **ACTION PDM**

### **Bookings and Education (DAJS)**

David is away for a month and has passed the bookings on to Bob. Software system still ongoing.

**Education** Communication with schools is important. We need to explore the funding of coach costs for schools. This could be brought up with Historic Scotland. Mike to speak to David Wood. **ACTION MJS**

### **Premises (DM)**

The tearoom ceiling has been painted. We are pursuing the possibility of a grant for

lighting. The relaying of the remaining part of the driveway is still under discussion.  
Duncan to contact Mike Vickers re possible funding. **ACTION DM**

### **Workshop/Health and Safety (AM)**

The webcam has now been fixed. Gangplank for Leamington now completed.  
Workshop work still ongoing re replacing tools, etc. New torches for boats have been bought.

### **Museum/Events/External Talks**

Elsbeth has recovered all the boards and new pictures have been hung.  
Danny Callaghan is giving a rerun of the talk he gave on 25<sup>th</sup> January. As this was Burns Night a few people could not attend. It has been scheduled for April. Barbara suggested we run a ploughman's lunch cruise in the same vein as the one John Aitken runs. Barbara to contact John to find out about charging, profits, etc. **ACTION BM**

### **9. Confirmation of Diary**

Events for the year have been sent to Elspeth Ross.  
Mike is having a meeting tomorrow with the Twinning Committee re sailing on Morning of 30<sup>th</sup> March. Coffee to be served in the tearoom.

### **10. Any Other Competent Business**

Falkirk Wheel trips discussed. Timings, etc. to be discussed fully during the year.  
Mike brought up the subject of photographic records of the canal. Where are they held and how can we get hold of them. We should try to pull together a central library of canal pictures. Mike to speak to Tony Lyons re this. **ACTION MJS**

There was an action on Mike Smith at the BML safety training discussions to do a survey of the canal and note which stretches were available for access of wheeled vehicles in an emergency. Scottish Canals to be contacted re this. Mike to phone Richard Miller to find this out. **ACTION MJS**

**The next meeting will be on Monday 11<sup>th</sup> March at 7.30 p.m**

